

Project filing structure			
Internal Access <i>Property + Procurement only</i>	PM Access <i>As Internal Access plus external PM + QS</i>	Collaborative <i>As Internal Access plus external project team and stakeholders</i>	
<b>Consultant Tenders</b>  Proc. Strategy Tender Pack Tender Report Tender Returns	<b>Appraisal &amp; Approval</b>  1851 Commission Brief Insurers STP Planning	<b>Construction Operations</b> Compensation Events Contractor Meetings Contractor Reports Decant/Enabling Works Defects Draft O&Ms Duty Holder Declarations Handover Metering PCSA Requests for Information Technical Submissions Testing & Commissioning	<b>Health &amp; Safety</b> Asbestos CDM Consent to Commence Work Construction Phase Plan Fire H+S Plan H+S Reporting HSE Notification F10 Out of Hours PD Reports Pre-construction Info RAG Reports Safety Induction
<b>Consultant Fees</b> Clerk of Works Design Team Project Manager Quantity Surveyor Supervisors Specialists	<b>Contractor Procurement</b> Contractor Early Proc. Items Novation Proc. Strategy Tender Pack Tender Report Tender Returns	<b>Design</b> Design Team Meetings EIR Existing Record Info Room Data sheets Room Numbering Revit WIP models Surveys RIBA Stage 1 Reports TAG+EMR Reports Superseded RIBA Stage 2 - Sub-folders as Stage 1 RIBA Stage 3 -Sub-folders as Stage 1 RIBA Stage 4 -Sub-folders as Stage 1 RIBA Stage 5 -Sub-folders as Stage 1	<b>Handover Records</b> Asset/Data Register BIM Building Control Certificate Building Control sign-off BREEAM Certificate Building Safety Regulator Completion Certificate Drawings Final/As-built O&Ms Final Planning Permission
<b>Email Correspondence</b>	<b>Cost Management</b> Cost plan Cost reports Quotes + POs Valuations Change Control Final Account VAT <i>Cost template xls</i>		<b>Photographs</b> Existing Construction Completion
	<b>Board Reports</b>  <b>PM Reports</b>		<b>Project Management</b> Advice of Impending Works Early Warnings KPI Project Execution Plan PM Instructions Programme Project Directory Risk Management
Access to the full project file is set up as default to Estates Division and Estates Procurement. External project team and stakeholder access to the PM Access and Collaborative sub-folders is granted by the Project Manager			